



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

CIRCULAR NO. 55 of 2010

No.16/57/2010-Admn-II

Dated: 26/11/2010

To,

The Directors/Director-in-Charge
of all permanent Institutes/Centers
of the Council located at Delhi

Subject : Filling up the post of Assistant Secretary in the Foundation

Sir/Madam,

I am directed to send herewith a letter No. 9/5/10-NFCH dated 09.11.2010 on the above mentioned subject received from National Foundation for Communal Harmony, New Delhi for your information and necessary action.

Yours faithfully,

(B.P. SINGH)

Sr. Administrative Officer
for Director General



राष्ट्रीय साम्प्रदायिक सद्भाव प्रतिष्ठान
NATIONAL FOUNDATION FOR COMMUNAL HARMONY

(गृह मंत्रालय के साथ भारत सरकार का स्वायत्त निकाय)
(An autonomous organisation with the Ministry of Home Affairs, Government of India)

To

No.9/5/10-NFCH
9th November 2010

The Joint Secretary (Admin.)
Department of Health Research,
Ministry of Health & Family
Welfare
Ramalinga Swamy Bhavan
Ansari Nagar, behind AIIMS
New Delhi -110029

AD-1(B)
16/11/10

SO (Adm-II)
18/11/10

Subject: Filling up the post of Assistant Secretary in the Foundation.

Sir,

Applications are invited for selection of suitable persons for two posts of Assistant Secretary in the Foundation in Pay Band 2 Rs.9,300-34,800 plus Grade Pay of Rs.4,800 on the basis of (a) deputation, (b) re-employment after retirement or (c) contract.

The Terms of appointment and fixation of pay to the aforementioned posts, under any category, will be regulated as follows :

- (i) **Deputation :** The period of deputation and fixation of pay of the incumbent will be governed in accordance with the provisions of Department of Personnel & Training O.M. No.2/29/91-Estt. (Pay II) dated 5th January 1994, as amended from time to time. However, initially the period of deputation will be for one year only which may be extended further as per rules. The age of the applicant should not be more than 55 years as on 01.11.2010.
- (ii) **Re-employment :** The retired/retiring persons should not be more than 62 years of age as on 01.11.2010. Initially the persons selected will be appointed for one year only and the tenure of appointment may be extended upto attaining the age of 65 years on requirement basis. The remuneration on re-employment will be regulated in accordance with the provisions of Department of Personnel & Training O.M. No.3/1/85-Estt. (P.II) dated 31.07.1986 as amended from time to time, subject to a maximum consolidated monthly remuneration of Rs.25,000 without any kind of allowance or annual increment.

Sr. DD (MG)/952
16/11/2010

Dr. Mehra
18/11/10

Dr. 2159
19/11/10

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- (iii) **Contract :** The persons applying for the posts on contract basis from open market should not be more than 35 years of age as on 01.11.2010. Initially the persons will be appointed for a period of one year, which may further be extended on the basis of exceptional performance. The remuneration of persons recruited on contract basis will be fixed between Rs.20,000 and 25,000 with annual increment of Rs.1,000 without any other allowance.

Job requirement :	Work independently on subjects being dealt by NFCH. To undertake field visits to review the projects of NFCH in different States. Knowledge of office management, financial matters, monitoring & evaluation and fund-raising, etc.
Experience :	
(i) Deputation	Should have worked in Pay Band 2 with Grade Pay of Rs.4,800 for a minimum period of 5 years in the Central Government or its Autonomous Bodies. Working efficiently on computer.
(ii) Re-employment	
(iii) Contract	

2. It is requested that this may kindly be brought to the notice of all persons concerned and their applications along with bio-data in the enclosed proforma (Annexure-I), attested photo copies of annual confidential reports for the last five years i.e. 2005-06 to 2009-10 with vigilance clearance certificate be forwarded to reach the Foundation on or before 10th December 2010. Applications of persons who are in service should be forwarded by the existing employer.

3. **Applications received after 10th December 2010 or found incomplete or without annual confidential reports or otherwise will not be entertained.**

Yours faithfully


(N.C. Sharma)
Assistant Secretary

BIO-DATA

Paste one passport size recent photograph
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1. Name of the Applicant : _____
2. Date of birth : _____
3. Sex : Male / Female
4. Address with telephone
Number & e-mail : _____

5. Educational Qualification: _____
6. Whether belongs to SC/ST/OBC _____
7. Experience with full details in the following format :

Office / organization in which employed	Post held	Period of service with dates	Scale of pay & last basic pay	Nature of duties

Signature of the Applicant

Place : _____

Date : _____